

# *Signing up for Direct Deposit*

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University of Maine

Go to [www.umaine.edu/hr/payroll](http://www.umaine.edu/hr/payroll)

Under **New Employees**

Click on **Direct Deposit Authorization Form**

You may fill the form using your computer,

Or you may print the form out and fill it out manually

Submit the form to Room 120 Corbett Hall

**OR** you may fill out the form using your Mainstreet Account

Go to <http://www.umaine.edu/mainstreet/>

Click on MaineStreet 101- Click Here to Login In

Enter your user ID and password; contact IT at 581-2506

Click on **Employee Self Service**

Click on **Payroll and Compensation**

Click on **Direct Deposit**

Click on **Add Account**

Enter Routing Number, Account Number, Account Type, Deposit Type, Amount/Percent, and the deposit order

Click on **Save**

Call Payroll at 581-3700 if you have any questions or need assistance completing your direct deposit paperwork

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*You're in a Great Place!*

